



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY

2300 E STREET NW

WASHINGTON DC 20372-5300

IN REPLY REFER TO

4650

Ser M84/2U0066

OCT 1 2002

From: Chief, Bureau of Medicine and Surgery

Subj: GOVERNMENT TRAVEL CARD DELINQUENCIES

Ref: (a) DOD, FMR Volume 9, Chapter 3  
(b) DOD FMR Volume 9, Chapter 3, Appendix A

Encl: (1) ASN(FM&C) memo of 16 Apr 02  
(2) DON Implementation Guide 725-01, Appendix B  
(3) ASN(FM&C) memo of 5 Aug 02  
(4) Reports Functionality Matrix  
(5) Cardholder Delinquency Listing by Name

1. As a result of high delinquency payment rates and abuse, the Government Travel Card has been a major focal point for DOD leadership over the past several months (see enclosure (1)). The purpose of this correspondence is to emphasize the importance of monitoring the Government Travel Card Program and the necessity for commanding officers, officers in charge (OIC), and supervisors to be actively involved in this process. Per references (a) and (b), commanders or supervisors shall not tolerate misuse of the DOD travel card. Effective immediately, commanders and supervisors are directed to ensure that disciplinary actions outlined in enclosure (2) and the UCMJ are followed for all cardholders who misuse and delay payment of the government travel card. In cases of mitigating circumstances, such as delayed reimbursement from PSD or disputed charges, the commander or supervisor should investigate these issues to the fullest extent and report findings with the monthly delinquency report. Further, those persons in charge of monitoring the government travel card are subject to disciplinary action as outlined in enclosure (2) and the UCMJ.

2. Activity Agency Program Coordinators (APCs) receive a monthly aging analysis report that provides the percentage of delinquent accounts over 60 days and the dollar value of those accounts. The Navy's goal is to have a delinquency rate less than 4% for accounts over 60 days old. For those activities that exceed the 4% delinquency rate, enclosure (3) is forwarded for action on a monthly basis until the activity achieves the 4% goal.

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Upon APC completion of this report, it should be routed through the chain of command and endorsed by the commanding officer or OIC and routed to BUMED via the HLTHCARE SUPPO.

HLTHCARE SUPPOs should consolidate report information and forward to Mr. Dwight Daniels, M841, no later than the 6<sup>th</sup> of each month. Further, commands are directed to develop a POA&M that outlines the steps being taken to reduce and/or maintain the travel card program delinquency rate within acceptable limits. APCs should submit their POA&M to BUMED via their HSO no later than 18 October 2002.

3. Enclosure (4) is a listing of on-line reports that APCs have access to through the Bank of America EAGLS system. Enclosure (5) is a listing of all cardholders in your AOR delinquent over 60 days as of 6 September 2002. This report can also be found on the EAGLS system. APCs should forward this list to the commanding officer or OIC on a regular basis.

4. My point of contact for Government Travel Card delinquency reporting and all other travel card issues is Mr. Dwight Daniels who can be reached at (202) 762-3565 or via e-mail: DKDaniels@us.med.navy.mil.

  
J. V. ZUDDY  
Deputy Chief for Resource  
Management/Comptroller

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